

DOCUMENT NO. II
RULES AND REGULATIONS

- I. Name of the Society : **Gayathri Educational Society**
2. Location of the Office Situated: H.No. 34-143, Vallabh Nagar, Wanaparthi, Mahabubnagar Dist.A.P.
3. (i) Membership : Those who are interested in the aims of the society can become the Members
(ii) Category of Members : General
(iii) Admission Fee and the annual subscription of monthly subscription.
Admission Rs.50/-
Manual Fee Rs.50/-
4. General Body :
- (I) Annual General Body will meet once in a Year i.e. in the month of May
(II) Functions.
(i) To pass the budget for the ensuing year and approve the expenditure statement of previous Year.
(ii) To approve the report of the activities of the society.
(iii) To elect the executive committee etc.
(iv) To appoint auditor.
5. (i) Exact number of the Executive Body (5) i.e. President, Vice President, Correspondent, Secretary, joint secretary, Treasurer all the Executive Committee members.
(ii) The members of the Executive Committee (Governing Body) shall be duty bound to attest the signatures of all the members of newly elected Executive Committee (Governing Body) and to see that the said signature of the outgoing Governing Body tally with the annual list as filed with the Register of Societies before 15 days of the succeeding month of the month in which elections were held.
(iii) FUNCTION OF THE EXECUTIVE BODY AND OFFICE BEARERS
(1) President: He president over all the meetings of both Governing Body and Executive Committee he can cast vote in the case of tie. He can supervise all branches of the Society.
(IV) Vice President: He shall assist the president in discharging his functions. in the absence of president he will perform the duty of the president as entrusted by the president.
(V) Secretary: He is the Chief Executive Officers of the Society and custodian of all records relating to the Society and correspondent on behalf of the Society. He has to take on record all minutes of Society to convene both the bodies of the Society with the premises on of the president. He guides the treasurer in preparing the budget and expenditure statement to put before the general body for its approval.
(VI) Joint Secretary: He has to do the work as entrusted by the Executive Committee. He has to assist the Secretary in discharging his duties. In the absence of Secretary he can perform the duties of the Secretary.
(VII) Treasurer: He is the responsible for all the financial transaction relating to the Society. He has to maintain account properly along with the vouchers. He has to prepare the budget and expenditure statement of Society with the guidance of the Secretary. He has to prepare the account of the Society jointly with the Secretary or President.
(VIII) Office Bearers: They are the responsible persons to attend to such activities of the Society which the Executive Committee entrusts or them.